



July 2, 2019

Ms. Emma Best
MuckRock News
DEPT MR 73601
411A Highland Ave
Somerville, MA 02144

Dear Ms. Best:

This letter is in response to your U.S. General Services Administration (GSA) Freedom of Information Act (FOIA) request number (GSA-2019-001090), submitted on May 22, 2019, in which you requested the following documents generated as part of the creation of the GSA FOIA office that is responsible for overseeing and/or processing FOIA requests, whether this was at the time of the agency's creation or the passage of the Freedom of Information Act, to include:

1. The instruction to do so from the Agency, as well as any guidance from the senior leadership
2. Documents discussing proposals and procedures
3. Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office
4. Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and its creation
5. A copy of the agency's first perfected (successful) FOIA request
6. Copies of other FOIA requests filed before the FOIA request described above

7. Processing notes, search slips and response documents regarding the FOIA requests described above
8. The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests
9. A copy of the agency's first successful FOIA appeal
10. Copies of other FOIA appeals received by the agency before the appeal described above
11. Processing notes, search slips and response documents regarding the FOIA appeals described above
12. The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA appeals.
13. The instruction to do so from the Agency, as well as any guidance from the senior leadership.

GSA is providing you with the documents Items number 3, 8 and 12. GSA does not have any records that you have requested. GSA no longer has these records as they have been disposed of pursuant to retention requirements as promulgated by the National Archives and Records Administration.

In processing your request, GSA has withheld signatures pursuant to the FOIA's 6th Exemption, 5 U.S.C. § 552(b)(6). This was done because public disclosure of this information would constitute a clearly unwarranted invasion of personal privacy.

As we have redacted information referenced in the above paragraph(s) with the aforementioned FOIA exemptions, this technically constitutes a partial denial of your FOIA request. You have the right to appeal the denial of the information being withheld. You may submit an appeal online at the following link (<https://foiaonline.regulations.gov/foia/action/public/home>) or in writing to the following address:

U.S. General Services Administration
FOIA Requester Service Center (H3)
1800 F Street, NW, Room 7308
Washington, DC 20405

Your appeal must be postmarked or electronically transmitted within 120 days of the date of the response to your request. In addition, your appeal must contain a brief statement of the reasons why the requested information should be released. Please enclose a copy of your initial request and this denial. Both the appeal letter and

envelope or online appeal submission should be prominently marked, "Freedom of Information Act Appeal."

This completes our action on this request. Should you have any questions, please contact me at (202) 219-3078 or by email at travis.lewis@gsa.gov. If you need additional assistance, you may also contact Ms. Audrey Brooks, GSA's FOIA Public Liaison at (202) 205-5912 or via email at audrey.brooks@gsa.gov.

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, email at ogis@nara.gov; telephone at (202) 741-5770; toll free at (877) 684-6448.

Sincerely,

Travis Lewis

Travis Lewis
Deputy Director
Office of Accountability and Transparency
Office of Administrative Services

Enclosure